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City of Seattle  
STUDENT INTERNSHIP

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**COOPERATIVE EDUCATION INTERNSHIP  
OFFICE OF ARTS & CULTURAL AFFAIRS  
JOB #32-2006**

**POSITION**

The Office of Arts & Cultural Affairs is seeking a marketing/public relations intern to assist with various arts and cultural events.

**DUTIES**

- Conduct internet research, draft press releases, distribute marketing materials, and assist at public events.
- Research and draft Web and eNews copy.
- Develop and update media and courier lists.
- Onsite production assistance at events, including Mayor's Arts Awards and Seattle Presents concerts.
- Perform clerical duties such as filing, assembling press packets and answering phones.

**REQUIREMENTS**

**Enrollment:** Applicants must be a sophomore, junior, or senior pursuing a degree in Marketing, Event Management, Journalism, Visual Arts or Performing Arts Administration. **Students must document enrollment for the equivalent of at least 12 credits. Verification of enrollment is required.**

**Experience:** Applicants must have excellent oral and written communication skills. Demonstrate strong Web research skills. Must be proficient in using Word and Excel and have knowledge of Associated Press Style.

**Desired Qualifications:** Experience in marketing, public relations or event management.

**Other Requirements:** N/A

**POSITION BEGINS**

It is anticipated the position will be filled by late August or September 2006 and may continue through June 2007.

**WAGE AND HOURS**

\$15.48 per hour. The intern position is part-time, 16 hours per week during the academic year and summer quarter. Work is scheduled between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, with some evening and weekend work as needed.

**HOW TO APPLY**

Intern candidates are required to provide the following:

- An intern application form
- A cover letter
- A resume outlining experiences and qualifications
- Two writing samples
- An official current class schedule, and
- An **official transcript** of completed courses

All application materials must be returned or postmarked by the date below. Intern application forms are available at the following website: [www.seattle.gov/jobs](http://www.seattle.gov/jobs). **Incomplete application materials will not be accepted.** Send completed materials to: Mei Xu, Employment Specialist; City of Seattle Personnel Department, Seattle Municipal Tower, PO Box 34028; Seattle, WA 98124-4028.

**FILING OPENS: August 2, 2006**

**FILING CLOSES: August 20, 2006**